

MEMORANDUM FOR: Agency Senior Representatives for Foreign Posts  
FROM: Deputy Director (Administration)  
SUBJECT: Checklist to Facilitate Overseas Departure

Mr. \_\_\_\_\_

Dear Sir:

1. In an effort to facilitate your departure the following checklist is attached.

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2. The Advisor for Management, [REDACTED] or his Deputy, [REDACTED], Room 118 Central Building, Extension 724, will provide initial appointments with the key personnel indicated.

3. It is the intent to provide you with every administrative service possible, and the individuals that have been selected to assist you have been chosen for their knowledge of the organizational components they represent.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER PAID WOLF

Attachment